

## Student Search Report Form

This form can be used to identify the factors justifying a student search.

1. Name of the student suspected, including age, grade, sex:
  
2. Name, address, and phone number of school official and/or school security officer conducting and witnessing search:
  
4. What criminal-law or school-rule violation is suspected?
  
5. Why is this particular student suspected of the criminal-law or school-rule violation?
  
6. What item related to the criminal-law or school-rule violation is being sought?
  
7. What is being searched and how is it being searched?
  
8. How is the item sought connected to the criminal-law or school-rule violation?
  
9. Why is the item sought suspected of being presently located in the place searched?
  
10. Does the search involve more than one student? \_\_\_\_ (If "yes," answer "a," "b," and "c")
  - a. What did the person providing the information see or hear concerning the student and

criminal-law or school-rule violation?

b. How did the person learn about the student's involvement with the criminal-law or school rule violation?

c. How many students?

d. Explain your specific reasonable grounds for believing that each student to be searched is in possession of the sought item.

e. What investigative steps were taken before searching a group of students to narrow the field of suspects?

11. Was information concerning the student provided by another person? *(check appropriate box)*

☐ a school staff member    ☐ a student    ☐ a parent

☐ other \_\_\_\_\_ *(identify)*

a. What did the person providing the information see or hear concerning the student and criminal-law or school-rule violation?

b. How did the person learn about the student's involvement with the criminal-law or school-rule violation?

c. Was the information provided by a person involved in the violation of the criminal law or school rule? \_\_\_\_\_ *(If "yes," answer "d" through "j")*

d. Was the information provided by a person with a reputation for telling the truth?

e. Was the information provided by a person with a motive to lie or exaggerate?

f. Has this person provided reliable information in the past?

g. Did the person make a statement against his or her own interest?

h. Does the person providing the information have a motive to lie or minimize his/her culpability by falsely accusing another?

i. Did the person provide information in exchange for leniency?

j. Explain why the information is credible and how the information was corroborated?

k. List any items found and where the items were found.